

SECTION 2

ROLES AND RESPONSIBILITIES

2-1. HQUSACE. General responsibilities are contained in Office Memorandum (OM) 10-1-1, Headquarters, U.S. Army Corps of Engineers.

a. Military Programs, Environmental Division (CEMP-R). CEMP-R develops, monitors, coordinates, and generates program execution policies and guidance, and provides funding and manpower requirements to environmental restoration program customers.

b. Civil Works Programs, Engineering and Construction Division (CECW-E). CECW-E issues and maintains technical guidance for the environmental restoration program. Timely guidance to field offices is mainly accomplished through construction bulletins (CBs). All current CBs may be viewed and a copy obtained by accessing the HQUSACE homepage: <http://www.hq.usace.army.mil/cemp/c/library.htm>

CECW-E maintains a frequently updated list of HTRW/OE projects, project type, contract award date, contract type and the point of contact (POC) for the execution phase of each project. The purpose of the list is to facilitate contact and exchange of knowledge and experience among USACE field personnel. The list is provided at Appendix D.

c. HQUSACE Safety and Occupational Health Office (CESO). CESO has overall responsibility for the USACE safety and health program, including developing HTRW/OE safety and health policy, procedures, and oversight in accordance with Engineer Regulation (ER) 385-1-92 and Engineer Manual (EM) 385-1-1.

d. Other. Other major HQUSACE element support includes Office of the Deputy Chief of Staff for Real Estate, Office of the Deputy Chief of Staff for Resource Management, Office of the Chief Counsel, and the Principal Assistant Responsible for Contracting (PARC).

2-2. Centers of Expertise (CXs). CXs provide specialized technical capability and support to HQUSACE, divisions, HTRW design districts, OE design centers, and geographic districts. Those specific CXs related to USACE environmental restoration programs include the HTRW CX at the Omaha District (CENWO) in Omaha, Nebraska and the OE MCX at the U.S. Army Engineering and Support Center (CEHNC) in Huntsville, Alabama.

a. The HTRW CX was established to maintain state-of-the-art technical expertise for all aspects of HTRW restoration activities and to support HQUSACE, USACE Commands, FOA and laboratories in performing their HTRW activities by providing technical oversight, review

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coordination, and assistance. The HTRW CX performs the following mandatory functions:

(1) provide technical review of "key documents" for Category B projects, as defined in CEMP-RT memorandum of 23 September 1997, Subject: Changes in HTRW Technical Roles and Responsibilities Due to Division Laboratory Closures. A copy of this memorandum is available on the HTRW CX home page at the following internet address:

<http://www.usace.army.mil/inet/functions/cw/cecwe/coexpert/newcoe/mcx/htrw/htrw.htm>

Category B projects include: (a) all "non-routine" projects in the site inspection (SI) phase; (b) all National Priorities List (NPL) sites or BRAC projects in the RI/FS phase; (c) all projects in the RD/RA Construction phase which involve innovative technologies or with RA estimates over \$5 million; and (d) any project that a district, major subordinate command (MSC), or HQUSACE requests to be reviewed due to special concerns. "Key documents" include specified deliverables (including scopes of work and/or work plans, reports, decision documents, and concept designs, as applicable) of each project phase (Refer to Table 2 of referenced memo); and

(2) coordination of all cost tracking procedures for USACE managed EPA financed Superfund projects for use by EPA in their cost recovery effort.

The HTRW CX is capable of providing a wide range of functions and services that are listed on the USACE Internet homepage (see paragraph d. below).

b. The OE MCX was established to assist HQUSACE, USACE Commands, and FOAs in performing their OE activities and maintain state-of-the-art technical expertise for all aspects of OE response activities. The mission of the OE CX is to safely eliminate or reduce risks from ordnance, explosives and recovered chemical warfare materiel at current or formerly used defense sites. The OE CX performs the following mandatory functions: Any USACE activity involving ordnance or explosives, even those planned or performed as an HTRW or construction project, must be coordinated with the OE CX. The OE CX is capable of providing a wide range of functions and services that are listed on the USACE Internet homepage (see paragraph d. below).

c. For additional guidance on the management of OE response actions, refer to ER 1110-1-8153, EP 1110-1-18, and the FUDS Program Manual (for FUDS projects).

d. The detailed roles and responsibilities of the CXs are available on the USACE Internet homepage at:

<http://www.usace.army.mil/inet/centers>

2-3. Divisions. Divisions are responsible for providing program and quality assurance oversight for all environmental restoration projects conducted within their areas of responsibility.

2-4. Districts and Centers.

a. HTRW Design Districts. USACE HTRW design districts:

(1) Provide specialized HTRW expertise for the design of all aspects of assigned environmental restoration projects. This expertise includes health and safety, chemical and geotechnical data quality management, environmental laws and regulations, contracting and procurement, and environmental technical design and engineering support during construction;

(2) Perform investigations and design projects through in-house expertise and/or architect-engineer (A-E) contracted services; and

(3) Award the subsequent RA contract and transfers it to the geographic district for execution.

b. OE Design Center(s):

(1) prepare OE contract acquisition strategies;

(2) execute OE response activities in accordance with ER 1110-1-8153, EP 1110-1-18, and the FUDS Program Manual (for FUDS projects);

(3) prepare project-specific statements of work (SOW) and independent government estimates for OE response activities;

(4) assist the geographic district approved to execute OE response actions in contracting for removal actions, and serving as CO when contracts are awarded by the OE Design Center;

(5) provide engineering and design support for the final removal action;

(6) oversee the OE safety and occupational health, technical, and administrative aspects of the field work for design and removal actions (the geographic district will assume these responsibilities if the removal action is transferred to the geographic district);

(7) ensure that OE manifest documents (when required) are properly prepared and signed by the appropriate personnel unless the removal action is transferred to the geographic district); and

(8) provide OE public affairs support to the geographic district as needed.

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c. Geographic Districts (HTRW):

- (1) provide support to the HTRW design district during RI/FS and RD;
- (2) issue the Notice to Proceed (NTP) and execute the HTRW RA projects within their geographic areas. Other execution responsibilities are identified for the FUDS program. For further information refer to the USACE DERP/FUDS Program Manual;
- (3) operate and maintain completed RA projects; and
- (4) provide technical support and oversight activities.

d. Geographic Districts:

- (1) serve as the PM for the life of OE response projects;
- (2) conduct preliminary assessments (PA) and prepare the Inventory Project Report (InPR) for sites within a district's geographical area;
- (3) perform assigned real estate functions (i.e., obtain right of entry, prepare real property transfer documentation, etc.);
- (4) prepare the community relations plan (CRP) and provide public affairs support for FUDS projects and as required for other projects;
- (5) initiate and maintain the project administrative record for FUDS projects in accordance with (IAW) CERCLA;
- (6) execute OE response activities and review and approve project documents IAW ER 1110-1-8153;
- (7) coordinate with stakeholders, regulators, and customers within the geographic area; and
- (8) perform contractor surveillance outside the exclusion zone and provide administrative support during field work.

e. OE approved Geographic Districts:

- (1) coordinate with the OE Design Center in contracting for OE removal actions;

(2) supervise and administer OE removal action contracts/task orders within assigned areas, including contract administration and OE safety and occupational health IAW ER 385-1-95 (to be published at a later date);

(3) execute administrative and field contract modifications (prior coordination with the OE Design Center and/or the OE MCX is necessary when change orders affect the OE design); and

(4) ensure the OE manifest documents are properly prepared and signed by the appropriate personnel.

2-5. USACE Laboratory Capabilities. The Engineer Research and Development Center (ERDC) is the U.S. Army Corps of Engineers' research and development command. ERDC consists of eight unique laboratories: five in Vicksburg, Miss., and one each in Hanover, N.H., Champaign, Ill., and Alexandria, Va. ERDC headquarters is located in Vicksburg, Miss. The ERDC provides world-renowned scientists and engineers utilizing the latest in specialized equipment to address problems facing the military and the nation. Research support includes: mapping and terrain analysis; infrastructure design, construction, operations and maintenance; structural engineering; cold regions and ice engineering; coastal and hydraulic engineering; environmental quality; geotechnical engineering; and high performance computing and information technology. In September 1997, the materials testing mission was assigned to ERDC, and the HTRW chemistry quality assurance mission was assigned to the analytical chemistry laboratory at Omaha. On 15 March 1998, the Omaha laboratory became the newest member of the ERDC team while remaining in Omaha. The laboratory was realigned as the Chemistry Quality Assurance Branch (CQAB) along with the Environmental Chemistry Branch (ECB) under the Environmental Laboratory of the ERDC. The following summarizes the capabilities of ERDC laboratories that are used for environmental work:

a. The U.S. Army Engineer and Development Center Environmental Laboratory. The laboratory has a total capability for QA testing and commercial laboratory inspections. This includes quality assurance testing for HTRW chemistry and water quality testing for the U.S. Army Corps of Engineers civil works, military projects, and support for others. The laboratory conducts commercial chemistry laboratory inspections in support of the USACE HTRW CX Laboratory Validation Program as well as for laboratory inspections for water quality laboratories performing work for the USACE. These services are performed in accordance with ER 1110-1-263, "Chemical Data Quality Management for HTRW Remedial Activities" and ER 1110-1-8100, "Laboratory Investigations and Testing." The laboratory continues to develop and improve methodologies to support USACE and Army environmental programs.

b. The U.S. Army Research and Development Center Construction Engineering Research Laboratory (CERL), located in Champaign, Illinois, is the lead laboratory in the Army

for installation support. ERDC CERL's research is directed towards increasing the Army's ability to more efficiently construct, operate, and maintain its installations and ensure environmental quality and safety at a reduced life-cycle cost. ERDC CERL is involved in:

- (1) protection of threatened and endangered species;
- (2) collection, analysis, curation, and retrieval of archeological and cultural resources;
- (3) hazardous waste and pollution abatement and management systems;
- (4) air pollution control technology;
- (5) water supply, treatment, and distribution;
- (6) wastewater collection and treatment;
- (7) solid waste management; and
- (8) industrial operation pollution control.

c. The U.S. Army Engineer Research and Development Center Cold Regions Research and Engineering Laboratory (CRREL). Located in Hanover, New Hampshire, this is the Army's lead laboratory for research in the physical sciences and engineering for cold regions and winter conditions impacting military and civil works operations, systems and facilities. ERDC CRREL provides expertise on the unique influence of cold regions on a variety of environmental quality research issues including:

- (1) characterization of contaminated sites;
- (2) low temperature bioremediation/biological processes;
- (3) fate and transport processes in frozen ground; and
- (4) development of analytical methods (especially for militarily unique analytes).

d. The U.S. Army Engineer and Development Center Topographic Engineering Center (TEC). ERDC TEC, located in Alexandria, Virginia, supports USACE districts and divisions in several environmental initiatives. ERDC TEC is investigating more efficient, accurate and complete transfer of hydrographic survey data for the production of U.S. nautical charts. One of ERDC TEC's major thrusts is the development of an extremely accurate positioning system incorporating the NAVSTAR Global Positioning System for use by USACE hydrographic

surveyors and the U.S. dredging industry. ERDC TEC can provide computer systems for digitizing recent and historic imagery to detect fill violation of wetlands.

2-6. USACE QA and Testing Support.

a. Within the HTRW Program, analysis is conducted to support two primary functions. These functions are primary laboratory support for in-house projects and QA support for contractor executed work (where the USACE laboratory analyzes split samples on a percentage basis). The RE shall assure that copies of the RA contract plans and specifications and pertinent contract modifications are provided to the QA laboratory. The QA laboratory shall follow the testing procedures as described in the contract specifications so that the USACE and contractor laboratories are both utilizing the same testing procedures.

b. CQAB is the primary HTRW QA chemistry laboratory and is responsible for providing technical support at the request of the districts, the HTRW CX, and HQUSACE. Project services which are available include: (1) technical assistance in development of data quality objectives (DQOs), Sampling and Analysis Plans (SAP), and commercial laboratory standard operating procedures; (2) inspecting QA sample shipments and reporting deficiencies; (3) analyzing QA samples; and (4) providing an independent assessment of the inter-laboratory analytical data in the form of a Chemical Quality Assurance Report (CQAR) or equivalent, including resolution of discrepancies with the primary laboratory.

2-7. USACE Guidance/Hyperlinks.

a. USACE criteria documents and guide specifications are distributed on the National Institute of Building Sciences (NIBS) Construction Criteria Base CD-ROM system. USACE personnel may contact HQUSACE by E-mail at: rick.dahnke@usace.army.mil for "no fee" subscription requests. USACE criteria documents and guide specifications are also available on the TECHINFO Internet site:

<http://www.hnd.usace.army.mil/techinfo/index.htm>

b. All USACE publications are posted on the Internet site:

<http://www.usace.army.mil/inet/usace-docs/>

c. For HTRW guidance documents only, visit this web site:

<http://www.hq.environmental.usace.army.mil/library/guidance/guidance.html>

d. For OE guidance documents only, visit this web site:

<http://www.hnd.usace.army.mil/oew/policy/regpro.html>

e. Copies of the Quality Assurance Representative's Guide (EP 415- 1-261) volumes 1,

EP 415-1-266
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2, 3, 4, and 5 can be obtained from the:

USACE Publications Depot
ATTN: CEIM-IM-PD
2803 52nd Ave.
Hyattsville, MD 20781-1102

You can fax your name, postal address, and the number of copies you want to the Publications Depot, (301) 394-0084. Copies of other publications may be obtained, if still available.